



Activity Guide – GL330: Processing Journal Entries

State of Kansas



GL330: Processing Journal Entries Activity Guide

Statewide Management, Accounting and Reporting Tool



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Activity 1 - Walkthrough: Creating a Journal Entry Online

Scenario

In this scenario, you are the **GL Processor**. In this topic, you will create, maintain, and edit a journal entry for General Ledger in SMART. In this scenario, funding on some of the positions in your agency was incorrectly split between account strings for the most recent payroll period. Enter an online journal to correct the distributions.

Menu Path

General Ledger → Journals → Create/Update Journal Entries

UPK Procedure

Creating and Editing a Journal Entry Online

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to create a journal online. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data


Field	Value
<i>Create/Update Journal Entries: Add a New Value</i>	
Business Unit	17300
Journal ID	NEXT
Journal Date	Should default to current date
<i>Create/Update Journal Entries: Header Tab</i>	
Long Description	Creating a new journal to move expenditures from one account to another as original transaction was coded incorrectly.
Ledger Group	ACTUALS
<i>Create/Update Journal Entries: Lines Tab</i>	
Dept	1730101030 (Finance Council)
Fund	3374
Bud Unit	3370
Program	01651
Account	412710



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Field		Value
Amount		32.12
*Click  to add a line		
Account (Line 2)		410120
*Click Save		
*Click the Process button		

Activity 2 - Exercise: Creating a Journal Entry Online

Scenario

As the **GL Processor**, you will create, maintain, and edit a journal entry for General Ledger in SMART. In this scenario, funding on some of the positions in your agency was incorrectly split between account strings for the most recent payroll period. Enter an online journal to correct the distributions.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Creating a Journal Entry Online

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific field," be sure to use **ONLY** the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Create/Update Journal Entries: Add a New Value</i>	
Business Unit	17300
Journal ID	NEXT (Should default to this)
Journal Date	Should default to current date
<i>Create/Update Journal Entries: Header Tab</i>	
Long Description	Creating a new journal to move expenditures from one account to another as original transaction was coded incorrectly.
<i>Create/Update Journal Entries: Lines Tab</i>	
Dept	1730101030 (Finance Council)
Fund	3374
Bud Unit	3370
Program	01651
Account (Line 1)	412710
Amount (Line 1)	24.32



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Field	Value
*Click <input type="button" value="+"/> to add a line	
Account (Line 2)	410120
*Click Save	
*Click the Process button	

Activity 3 - Demonstration: Completing a Journal Marked Incomplete

Scenario

In this scenario, you are the **GL Processor**. Due to a shortage of time, you were unable to complete all the journal entries you made the previous day. Therefore, you marked the journal incomplete. The next day, you must pull up the incomplete journal and complete it. You will watch the instructor navigate to an incomplete journal in SMART, change the amount, then mark the journal complete.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to pull up an incomplete journal and mark it complete. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an Existing Value</i>	
Business Unit	17300
Journal ID	See user specific data
Journal Header Status	Journal Entry Incomplete
<i>Create/Update Journal Entries: Header Tab</i>	
Save Journal Incomplete Status	uncheck this box
<i>Create/Update Journal Entries: Lines Tab</i>	
Amount	28.50
Amount	-28.50

User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000126
Instructor2	Journal ID	0000000127
Instructor3	Journal ID	0000000128



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User Specific Data - Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000476
Instructor2	Journal ID	0000000477
Instructor3	Journal ID	0000000478

Activity 4 - Exercise: Control Totals

Scenario

In this scenario, we will use the **Totals page** to enforce a greater degree of control over the journal entry process. As we enter the journal lines, the system displays a running total of the actual debits, credits, units, and lines, as well as the net difference between the amounts entered and the control totals. When you edit the journal and the control totals do not equal the actual totals, the system flags the journal as having errors, and you need to correct the errors before you can post. You will create a journal online and use the **Totals page** to specify debit and credit amounts, unit value of statistical entries, and the number of lines.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Control Totals

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data


Field	Value
<i>Create/Update Journal Entries: Add a New Value</i>	
Business Unit	17300
Journal ID	NEXT
Journal Date	Default
<i>Header Tab</i>	
Long Description	Creating Control Totals
Ledger Group	ACTUALS
<i>Lines Tab</i>	
Account (Line 1)	420730
<i>Totals Tab</i>	
Fund	3374
Budget Unit	3370
Control Totals: Debits	1500



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Field	Value
*Click Save	
<i>Lines Tab</i>	
Dept	1730101030
Fund	3374
Bud Unit	3370
Program	01651
Account (Line 1)	420730 (should already be filled out)
Amount (Line 1)	250.00
*Click  to add a line	
Account (Line 2)	420500
Amount (Line 2)	-250.00 (should automatically populate)
*Click Save	
<i>Totals Tab</i>	
*View ACTUALS Totals	
*View Differences	

Activity 5 - Demonstration: Copying a Journal Entry (Using the Journal Entry page)

Scenario

In this scenario, you are the **GL Processor**. You have just received notice that you entered the wrong number in amount field in one of your journal entries. The easiest way to adjust your journal is to copy an existing journal and adjust the amount by entering the difference. In this demonstration, you will observe as your instructor copies a Journal Entry in SMART by using Process drop-down menu.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates copying a journal entry using the journal entry page. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an Existing Value</i>	
Business Unit	17300
Journal ID	See user specific data
Journal Header Status	Remove value from Journal Header Status field. Change to blank.
<i>Create/Update Journal Entries: Lines Tab</i>	
*Process drop down list	Copy Journal
*Click the Process button	
<i>Journal Entry Copy</i>	
*Click Save	
<i>Lines Tab</i>	
Amount (Line 1)	40
Amount (Line 2)	-40
*Click Save	
*Click the Process button	



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User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000095
Instructor 2	Journal ID	0000000096
Instructor 3	Journal ID	0000000097

User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000095
Instructor 2	Journal ID	0000000096
Instructor 3	Journal ID	0000000097

Activity 6 - Walkthrough: Copying a Journal Entry (Using the Copy Journal page)

Scenario

In this scenario, you are the **GL Processor**. You have just received notice that you have transferred money to the wrong Account. The easiest way to adjust your journal is to copy an existing journal and adjust the Account field. In this demonstration, you will observe as your instructor copies a Journal Entry in SMART by using the Copy Journal page.

Menu Path

General Ledger → Journals → Journal Entry → Copy Journals

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to copy a journal entry using the Copy Journal page in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Create/Update Journal Entries: Add a new value</i>	
Run Control ID	CopyJournal1
*Click the Add button	
<i>Copy Journals Request</i>	
Unit	17300
Journal ID	See user specific data
Date	Click Search and select only available option
*Click Save	
*Click Run	
<i>Process Scheduler Request</i>	
Server Name	PSNT
*Click OK	

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Field	Value
*Write down the Process Instance number so that you can identify your process	
*Click Process Monitor Link	
<i>Process List Tab</i>	
*Click Refresh (you may have to repeat this a few times)	
*Check that Run Status is "Success"	
*Check that Distribution Status is "Posted"	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000098
Instructor2	Journal ID	0000000099
Instructor3	Journal ID	0000000100
User 1 -	Journal ID	0000000216
User 2 -	Journal ID	0000000217
User 3 -	Journal ID	0000000218
User 4 -	Journal ID	0000000219
User 5 -	Journal ID	0000000220
User 6 -	Journal ID	0000000221
User 7 -	Journal ID	0000000222
User 8 -	Journal ID	0000000223
User 9 -	Journal ID	0000000224
User 10 -	Journal ID	0000000225
User 11 -	Journal ID	0000000226
User 12 -	Journal ID	0000000227
User 13 -	Journal ID	0000000228
User 14 -	Journal ID	0000000229
User 15 -	Journal ID	0000000230
User 16 -	Journal ID	0000000231
User 17 -	Journal ID	0000000232
User 18 -	Journal ID	0000000233
User 19 -	Journal ID	0000000234
User 20 -	Journal ID	0000000235
User 21 -	Journal ID	0000000236
User 22 -	Journal ID	0000000237



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User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000098
Instructor2	Journal ID	0000000099
Instructor3	Journal ID	0000000100
User 1 -	Journal ID	0000000216
User 2 -	Journal ID	0000000217
User 3 -	Journal ID	0000000218
User 4 -	Journal ID	0000000219
User 5 -	Journal ID	0000000220
User 6 -	Journal ID	0000000221
User 7 -	Journal ID	0000000222
User 8 -	Journal ID	0000000223
User 9 -	Journal ID	0000000224
User 10 -	Journal ID	0000000225
User 11 -	Journal ID	0000000226
User 12 -	Journal ID	0000000227
User 13 -	Journal ID	0000000228
User 14 -	Journal ID	0000000229
User 15 -	Journal ID	0000000230
User 16 -	Journal ID	0000000231
User 17 -	Journal ID	0000000232
User 18 -	Journal ID	0000000233
User 19 -	Journal ID	0000000234
User 20 -	Journal ID	0000000235
User 21 -	Journal ID	0000000236
User 22 -	Journal ID	0000000237

Activity 7 - Exercise: Uploading a Spreadsheet Journal

Scenario

In this scenario, you are the **GL Processor**. After reviewing your monthly expenses, you realize that several transactions were charged to the wrong account string. You need to enter a journal to correct the errors. Use the Spreadsheet Journal Template to quickly upload the journal lines for this correction. After the journal is uploaded, you will view the journal.

Menu Path

General Ledger → Journals → Import Journals → Spreadsheet Journals

UPK Procedure

Uploading a Spreadsheet Journal

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.





File	Description
<i>Pre-req: Spreadsheet Journal online import</i>	
JRNL1.XLS	This is the journal workbook that you use to create and import journals.
JRNLMCRO.XLA	This is the Visual Basic code library and dialog control.
GLLOG.XLT	This is the Message log template.

Required Data

Field	Value
<i>Open JRNL1.XLS File</i>	
*Click Options to enable Macros	
Microsoft Office Security Options	Select “Enable this Content”
<i>Spreadsheet Journal Import: General - Setup</i>	
Business Unit	17300
Ledger Group	ACTUALS
UserID	Participants SMART UserID

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Field	Value
<i>Journal Sheets: New</i>	
New Journal Sheet Name	Entering Journals
<i>Spreadsheet Journal Import: New Journal Header (Some of these values should default from the Setup that was previously done)</i>	
*Click the  button to generate a new header	
Business Unit	17300
Journal ID	NEXT
Journal Date	Default
Ledger Group	ACTUALS
Source	SPJ
Description	(include User ID at the beginning of the text so that you can find your journal later in the search results) Creating a Journal to transfer funds
Commitment Control Amount Type	Actuals, Recognize and Collect
*Click OK	
<i>Journal Lines: Add Journal Line</i>	
*Click the  button to generate a new line	
Business Unit	17300
Ledger	ACTUALS
Account	411110
Dept	1730101030
Fund	3374
Bud Unit	3370
Program	01651
Amount	204.98
*Click the  button to generate a new line (Line 2)	
Account (Line 2)	410200
Amount (Line 2)	(204.98)
*Click the  button	
<i>Write Journals to File</i>	
*Select "Entering Journals"	
* Please note where you have the file set to save. You need to know where you have saved this because you will come back and browse for it. For this example, save the file to your desktop.	
*Click OK	
<i>Sign into SMART: General Ledger → Journals → Import Journals → Spreadsheet Journals</i>	
<i>Spreadsheet Journal Import: Add a New Value</i>	
Run Control ID	ImportJournals



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Field	Value
*Click Add	
	<i>Spreadsheet Journal Import Request</i>
*Click Add	
*Click Browse	
* Locate the path you entered in the Write File dialog box and click on the file to upload.	
*Click Upload and Verify that the attached file is your file	
*Click Run	
	<i>Process Scheduler Request</i>
Server Name	PSNT
*Click OK	
*Click Process Monitor Link	
	<i>Process List Tab</i>
*Check that Run Status is "Success"	
*Click the Refresh button as needed to update the Run Status if it is Queued	
*Click Save	
*Go back to view the journals - General Ledger → Journals → Journal Entry → Create/Update Journal Entries	
	<i>Create/Update Journal Entries: Find an Existing Value</i>
Business Unit	17300
Journal Date	Today's date (make sure you populate this so that you do not return values from previous classes)
Source	SPJ
*Click search	
*All spreadsheet journals should display	

Activity 8 - Walkthrough: Editing a Journal Online (Non-Batch)

Scenario

In this scenario, you are the **GL Processor**. You have just entered a journal and saved when you realize that the long description is incorrect. In this walkthrough, you will update a Journal Entry in SMART by changing the description on the designated journal.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to edit a journal entry in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an Existing Value</i>	
Business Unit	17300
Journal ID	See user specific data
Journal Header Status	Remove value from Journal Header Status field. Change to blank.
Source	ONL
*Click Search	
<i>Create/Update Journal Entries: Header Tab</i>	
Long Description:	Creating a new journal to move expenditures that were entered incorrectly from one account to another account
*Click Save	
<i>Create/Update Journal Entries: Lines Tab</i>	
*Click Process	
*Click Save	

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User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000068
Instructor2	Journal ID	0000000068
Instructor3	Journal ID	0000000069
User 1	Journal ID	0000000070
User 2	Journal ID	0000000071
User 3	Journal ID	0000000072
User 4	Journal ID	0000000073
User 5	Journal ID	0000000074
User 6	Journal ID	0000000075
User 7	Journal ID	0000000076
User 8	Journal ID	0000000077
User 9	Journal ID	0000000078
User 10	Journal ID	0000000079
User 11	Journal ID	0000000080
User 12	Journal ID	0000000081
User 13	Journal ID	0000000082
User 14	Journal ID	0000000083
User 15	Journal ID	0000000084
User 16	Journal ID	0000000085
User 17	Journal ID	0000000086
User 18	Journal ID	0000000087
User 19	Journal ID	0000000088
User 20	Journal ID	0000000089
User 21	Journal ID	0000000090
User 22	Journal ID	0000000091

User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000171
Instructor2	Journal ID	0000000172
Instructor3	Journal ID	0000000173
User 1	Journal ID	0000000174
User 2	Journal ID	0000000175
User 3	Journal ID	0000000176
User 4	Journal ID	0000000177
User 5	Journal ID	0000000178
User 6	Journal ID	0000000179
User 7	Journal ID	0000000180
User 8	Journal ID	0000000181
User 9	Journal ID	0000000182



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User	Field	Value
User 10	Journal ID	0000000183
User 11	Journal ID	0000000184
User 12	Journal ID	0000000185
User 13	Journal ID	0000000186
User 14	Journal ID	0000000187
User 15	Journal ID	0000000188
User 16	Journal ID	0000000189
User 17	Journal ID	0000000190
User 18	Journal ID	0000000191
User 19	Journal ID	0000000192
User 20	Journal ID	0000000193
User 21	Journal ID	0000000194
User 22	Journal ID	0000000195

Activity 9 - Exercise: Editing a Journal Online (Non-Batch)

Scenario

In this scenario, you are the **GL Processor**, who accidentally entered the wrong amount for the journal. Since the journal is comprised of less than two hundred lines, you can use the online journal Lines page process drop-down list to process the journal. In this scenario, you will update a Journal Entry in SMART by changing the credit and debit amounts on the designated journal.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an Existing Value</i>	
Business Unit	17300
Journal ID	See user specific data
Journal Header Status	Remove value from Journal Header Status field. Change to blank.
Source	ONL
*Click Search	
<i>Create/Update Journal Entries: Lines Tab</i>	
Amount (Line 1)	Change to 24.18
Amount (Line 2)	Change to -24.18
*Click Save	
*Click Process	



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User Specific Data – Classroom Set 1

User	Field	Value
User 1 -	Journal ID	0000000045
User 2 -	Journal ID	0000000046
User 3 -	Journal ID	0000000047
User 4 -	Journal ID	0000000048
User 5 -	Journal ID	0000000049
User 6 -	Journal ID	0000000050
User 7 -	Journal ID	0000000051
User 8 -	Journal ID	0000000052
User 9 -	Journal ID	0000000053
User 10 -	Journal ID	0000000054
User 11 -	Journal ID	0000000055
User 12 -	Journal ID	0000000056
User 13 -	Journal ID	0000000057
User 14 -	Journal ID	0000000058
User 15 -	Journal ID	0000000059
User 16 -	Journal ID	0000000060
User 17 -	Journal ID	0000000061
User 18 -	Journal ID	0000000062
User 19 -	Journal ID	0000000063
User 20 -	Journal ID	0000000064
User 21 -	Journal ID	0000000065
User 22 -	Journal ID	0000000066

User Specific Data - Classroom Set 2

User	Field	Value
User 1 -	Journal ID	0000000148
User 2 -	Journal ID	0000000149
User 3 -	Journal ID	0000000150
User 4 -	Journal ID	0000000151
User 5 -	Journal ID	0000000152
User 6 -	Journal ID	0000000153
User 7 -	Journal ID	0000000154
User 8 -	Journal ID	0000000155
User 9 -	Journal ID	0000000156
User 10 -	Journal ID	0000000157
User 11 -	Journal ID	0000000158
User 12 -	Journal ID	0000000159
User 13 -	Journal ID	0000000160
User 14 -	Journal ID	0000000161
User 15 -	Journal ID	0000000162



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User	Field	Value
User 16 -	Journal ID	0000000163
User 17 -	Journal ID	0000000164
User 18 -	Journal ID	0000000165
User 19 -	Journal ID	0000000166
User 20 -	Journal ID	0000000167
User 21 -	Journal ID	0000000168
User 22 -	Journal ID	0000000169

Activity 10 - Demonstration: Editing a Journal Online (Batch Process)

Scenario

In this scenario, you need to edit a journal before submitting it into workflow. Since the journal is comprised of over two hundred lines, you can use the batch edit process to edit journal lines. You will learn to edit a journal using the batch process.

Menu Path

General Ledger → Journals → Process Journals → Edit Journals

UPK Procedure

Creating and Editing Journals Online

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates editing a journal online. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Edit Journals: Add a new value</i>	
Run Control ID	ED206
<i>Edit Journals: Edit Journals Request</i>	
Process Frequency	Select Always
*Description	Edit Expense Entries
Business Unit	17300
Source	ONL
Journal ID From	See user specific data
To Journal ID	See user specific data
*Select the Budget Check checkbox	
*Click Run	
<i>Process Scheduler Request</i>	
Server Name	PSNT
PS/GL Jrnl Edit and Error Rpt	Select this checkbox
*Click OK	
*Click Process Monitor Link	
<i>Process List Tab</i>	
*Click the Refresh button as needed if Run Status is Queued	
*Check Run Status = "Success" and that Distribution Status= "Posted"	



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User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000137
Instructor2	Journal ID	0000000138
Instructor3	Journal ID	0000000139

User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000479
Instructor2	Journal ID	0000000480
Instructor3	Journal ID	0000000481

Activity 11 - Demonstration: Viewing Journal Errors

Scenario

When you run the journal edit process, journal information is checked and errors are found. A summary of these errors in the journal is then available for viewing. In this scenario, you will view these journal entry errors and the nature of those errors on the Journal Header and Journal Lines pages. You find that there are incorrect ChartField values on your journals.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to view and correct journal errors. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an existing value</i>	
Business Unit	17300
Select Journal ID	See user specific data
Journal Header Status (drop down)	Change to blank
<i>Create/Update Journal Entries: Errors Tab</i>	
*View line errors	
*Click link 1 or click Lines Tab	
<i>Create/Update Journal Entries: Lines Tab</i>	
Fund (Lines 1 and 2)	Currently 7110, this is causing the error

User Specific Data – Classroom Set 1

User	Field	Value
Instructor1	Journal ID	0000000101
Instructor2	Journal ID	0000000102
Instructor3	Journal ID	0000000103



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User Specific Data – Classroom Set 2

User	Field	Value
Instructor1	Journal ID	0000000241
Instructor2	Journal ID	0000000242
Instructor3	Journal ID	0000000243

Activity 12 - Exercise: Viewing and Correcting Journal Errors

Scenario

In this scenario, you find that there are missing ChartField values on your journals. However, before you post these journals, you must check for errors and correct them. Since your journal is under 200 lines, you will not use the batch process to edit and correct this journal. You will manually edit this journal online.

Menu Path

General Ledger → Journals → Journal Entry → Create/Update Journal Entries

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Create/Update Journal Entries: Find an existing value</i>	
Business Unit	17300
Journal ID	See user specific data
Journal Header Status	Change to blank
<i>Create/Update Journal Entries: Lines Tab</i>	
Fund (Lines 1 and 2)	Change to 1000 (Currently 7110, this is causing the error)
*Click Save	
*Click Process button	
*Verify that Journal status is V	No more errors

User Specific Data – Classroom Set 1

User	Field	Value
User 1-	Journal ID	0000000104
User 2-	Journal ID	0000000105
User 3 -	Journal ID	0000000106

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User	Field	Value
User 4 -	Journal ID	0000000107
User 5 -	Journal ID	0000000108
User 6 -	Journal ID	0000000109
User 7 -	Journal ID	0000000110
User 8 -	Journal ID	0000000111
User 9 -	Journal ID	0000000112
User 10 -	Journal ID	0000000113
User 11 -	Journal ID	0000000114
User 12 -	Journal ID	0000000115
User 13 -	Journal ID	0000000116
User 14 -	Journal ID	0000000117
User 15 -	Journal ID	0000000118
User 16 -	Journal ID	0000000119
User 17 -	Journal ID	0000000120
User 18 -	Journal ID	0000000121
User 19 -	Journal ID	0000000122
User 20 -	Journal ID	0000000123
User 21 -	Journal ID	0000000124
User 22 -	Journal ID	0000000125

User Specific Data – Classroom Set 2

User	Field	Value
User 1-	Journal ID	0000000253
User 2-	Journal ID	0000000254
User 3 -	Journal ID	0000000255
User 4 -	Journal ID	0000000256
User 5 -	Journal ID	0000000257
User 6 -	Journal ID	0000000258
User 7 -	Journal ID	0000000259
User 8 -	Journal ID	0000000260
User 9 -	Journal ID	0000000261
User 10 -	Journal ID	0000000262
User 11 -	Journal ID	0000000263
User 12 -	Journal ID	0000000264
User 13 -	Journal ID	0000000265
User 14 -	Journal ID	0000000266
User 15 -	Journal ID	0000000267
User 16 -	Journal ID	0000000268
User 17 -	Journal ID	0000000269
User 18 -	Journal ID	0000000270
User 19 -	Journal ID	0000000271



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User	Field	Value
User 20 -	Journal ID	0000000272
User 21 -	Journal ID	0000000273
User 22 -	Journal ID	0000000274

Activity 13 - Walkthrough: Performing a Ledger Inquiry

Scenario

You can search for a specific ledger or groups of ledgers based on the specified criteria, regardless of status of the journal. In this scenario, your boss has requested that you perform a ledger inquiry because an incorrect ChartField combo has been identified. In this scenario, you are going to use the Ledger Inquiry page to view detail and summary ledger information.

Menu Path

General Ledger → General Ledger Center → Inquiry → Ledgers → Ledger

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to create a journal online. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Ledger: Add a New Value</i>	
Inquiry Name	See user specific data
<i>Ledger Inquiry: Ledger Criteria</i>	
Unit	17300
Ledger	ACTUALS
Fiscal Year	2010
From Period	1
To Period	12
<i>Chartfield Criteria</i>	
Fund Code	1000
*Click Save	
*Click Search	

User Specific Data – Classroom Set 1

User	Field	Value
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User	Field	Value
User 1-	Inquiry Name	ChrtInq01
User 2-	Inquiry Name	ChrtInq02
User 3 -	Inquiry Name	ChrtInq03
User 4 -	Inquiry Name	ChrtInq04
User 5 -	Inquiry Name	ChrtInq05
User 6 -	Inquiry Name	ChrtInq06
User 7 -	Inquiry Name	ChrtInq07
User 8 -	Inquiry Name	ChrtInq08
User 9 -	Inquiry Name	ChrtInq09
User 10 -	Inquiry Name	ChrtInq10
User 11 -	Inquiry Name	ChrtInq11
User 12 -	Inquiry Name	ChrtInq12
User 13 -	Inquiry Name	ChrtInq13
User 14 -	Inquiry Name	ChrtInq14
User 15 -	Inquiry Name	ChrtInq15
User 16 -	Inquiry Name	ChrtInq16
User 17 -	Inquiry Name	ChrtInq17
User 18 -	Inquiry Name	ChrtInq18
User 19 -	Inquiry Name	ChrtInq19
User 20 -	Inquiry Name	ChrtInq20
User 21 -	Inquiry Name	ChrtInq21
User 22 -	Inquiry Name	ChrtInq22

User Specific Data – Classroom Set 2

User	Field	Value
User 1-	Inquiry Name	ChrtInq23
User 2-	Inquiry Name	ChrtInq24
User 3 -	Inquiry Name	ChrtInq25
User 4 -	Inquiry Name	ChrtInq26
User 5 -	Inquiry Name	ChrtInq27
User 6 -	Inquiry Name	ChrtInq28
User 7 -	Inquiry Name	ChrtInq29
User 8 -	Inquiry Name	ChrtInq30
User 9 -	Inquiry Name	ChrtInq31
User 10 -	Inquiry Name	ChrtInq32
User 11 -	Inquiry Name	ChrtInq33
User 12 -	Inquiry Name	ChrtInq34
User 13 -	Inquiry Name	ChrtInq35
User 14 -	Inquiry Name	ChrtInq36
User 15 -	Inquiry Name	ChrtInq37
User 16 -	Inquiry Name	ChrtInq38



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User	Field	Value
User 17 -	Inquiry Name	ChrtInq39
User 18 -	Inquiry Name	ChrtInq40
User 19 -	Inquiry Name	ChrtInq41
User 20 -	Inquiry Name	ChrtInq42
User 21 -	Inquiry Name	ChrtInq43
User 22 -	Inquiry Name	ChrtInq44

Activity 14 - Walkthrough: Performing a Journal Inquiry

Scenario

You can search for a specific journal or groups of journals based on the specified criteria, regardless of status of the journal. In this scenario, your boss has requested that you perform a journal inquiry on all journals with a status of "V" for valid for reporting purposes. You are going to use the Journal Inquiry page to review summary and detail journal information of the journals that your boss requested you to find.

Menu Path

General Ledger → General Ledger Center → Inquiry → Journals → Journals

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to perform a journal inquiry in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
<i>Journal: Add a New Value</i>	
Inquiry Name	See user specific data
<i>Journal Inquiry: Ledger Criteria</i>	
Unit	17300
Ledger	ACTUALS
Year	2010
From Period	1
To Period	12
Status	V
Source	ONL
*Click Save	
*Click Search	

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User Specific Data – Classroom Set 1

User	Field	Value
User 1-	Inquiry Name	JRNLS1
User 2-	Inquiry Name	JRNLS2
User 3 -	Inquiry Name	JRNLS3
User 4 -	Inquiry Name	JRNLS4
User 5 -	Inquiry Name	JRNLS5
User 6 -	Inquiry Name	JRNLS6
User 7 -	Inquiry Name	JRNLS7
User 8 -	Inquiry Name	JRNLS8
User 9 -	Inquiry Name	JRNLS9
User 10 -	Inquiry Name	JRNLS10
User 11 -	Inquiry Name	JRNLS11
User 12 -	Inquiry Name	JRNLS12
User 13 -	Inquiry Name	JRNLS13
User 14 -	Inquiry Name	JRNLS14
User 15 -	Inquiry Name	JRNLS15
User 16 -	Inquiry Name	JRNLS16
User 17 -	Inquiry Name	JRNLS17
User 18 -	Inquiry Name	JRNLS18
User 19 -	Inquiry Name	JRNLS19
User 20 -	Inquiry Name	JRNLS20
User 21 -	Inquiry Name	JRNLS21
User 22 -	Inquiry Name	JRNLS22

User Specific Data – Classroom Set 2

User	Field	Value
User 1-	Inquiry Name	JRNLS23
User 2-	Inquiry Name	JRNLS24
User 3 -	Inquiry Name	JRNLS25
User 4 -	Inquiry Name	JRNLS26
User 5 -	Inquiry Name	JRNLS27
User 6 -	Inquiry Name	JRNLS28
User 7 -	Inquiry Name	JRNLS29
User 8 -	Inquiry Name	JRNLS30
User 9 -	Inquiry Name	JRNLS31
User 10 -	Inquiry Name	JRNLS32
User 11 -	Inquiry Name	JRNLS33
User 12 -	Inquiry Name	JRNLS34
User 13 -	Inquiry Name	JRNLS35
User 14 -	Inquiry Name	JRNLS36
User 15 -	Inquiry Name	JRNLS37



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User	Field	Value
User 16 -	Inquiry Name	JRNLS38
User 17 -	Inquiry Name	JRNLS39
User 18 -	Inquiry Name	JRNLS40
User 19 -	Inquiry Name	JRNLS41
User 20 -	Inquiry Name	JRNLS42
User 21 -	Inquiry Name	JRNLS43
User 22 -	Inquiry Name	JRNLS44

Activity 15 - Exercise: Performing a Journal Inquiry

Scenario

In this scenario, your boss has requested that you perform a journal inquiry on all online journal entries with errors. You need to find the errored journals so that they can be corrected. To complete this task, you are going to use the Journal Inquiry page to review summary and detail journal information of the journals that your boss requested you to find. You will click the **Journal ID** link to review the journal header and line detail information. Pay special attention to the Journal Status, Budget Status, and Balanced fields.

Menu Path

General Ledger → General Ledger Center → Inquiry → Journals → Journals

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Journal: Add a New Value</i>	
Inquiry Name	See user specific data
<i>Journal Inquiry: Ledger Criteria</i>	
Unit	17300
Ledger	ACTUALS
Year	2010
From Period	1
To Period	12
Status	E
Source	ONL
*Click Save	
*Click Search	

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User Specific Data – Classroom Set 1

User	Field	Value
User 1-	Inquiry Name	GLJRN1
User 2-	Inquiry Name	GLJRN2
User 3 -	Inquiry Name	GLJRN3
User 4 -	Inquiry Name	GLJRN4
User 5 -	Inquiry Name	GLJRN5
User 6 -	Inquiry Name	GLJRN6
User 7 -	Inquiry Name	GLJRN7
User 8 -	Inquiry Name	GLJRN8
User 9 -	Inquiry Name	GLJRN9
User 10 -	Inquiry Name	GLJRN10
User 11 -	Inquiry Name	GLJRN11
User 12 -	Inquiry Name	GLJRN12
User 13 -	Inquiry Name	GLJRN13
User 14 -	Inquiry Name	GLJRN14
User 15 -	Inquiry Name	GLJRN15
User 16 -	Inquiry Name	GLJRN16
User 17 -	Inquiry Name	GLJRN17
User 18 -	Inquiry Name	GLJRN18
User 19 -	Inquiry Name	GLJRN19
User 20 -	Inquiry Name	GLJRN20
User 21 -	Inquiry Name	GLJRN21
User 22 -	Inquiry Name	GLJRN22

User Specific Data – Classroom Set 2

User	Field	Value
User 1-	Inquiry Name	GLJRN22
User 2-	Inquiry Name	GLJRN23
User 3 -	Inquiry Name	GLJRN24
User 4 -	Inquiry Name	GLJRN25
User 5 -	Inquiry Name	GLJRN26
User 6 -	Inquiry Name	GLJRN27
User 7 -	Inquiry Name	GLJRN28
User 8 -	Inquiry Name	GLJRN29
User 9 -	Inquiry Name	GLJRN30
User 10 -	Inquiry Name	GLJRN31
User 11 -	Inquiry Name	GLJRN32
User 12 -	Inquiry Name	GLJRN33
User 13 -	Inquiry Name	GLJRN34
User 14 -	Inquiry Name	GLJRN35



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User	Field	Value
User 15 -	Inquiry Name	GLJRNL36
User 16 -	Inquiry Name	GLJRNL37
User 17 -	Inquiry Name	GLJRNL38
User 18 -	Inquiry Name	GLJRNL39
User 19 -	Inquiry Name	GLJRNL40
User 20 -	Inquiry Name	GLJRNL41
User 21 -	Inquiry Name	GLJRNL42
User 22 -	Inquiry Name	GLJRNL43